



United States  
Department of  
Agriculture

Farmers  
Home  
Administration

Washington  
D.C.  
20250

FmHA AN No. 2332 (1951)

July 26, 1991

SUBJECT: Internal Revenue Service Offset - Tax Year 1991  
First Screening List

TO: State Directors  
District Directors  
County Supervisors

PURPOSE/INTENDED OUTCOME: The purpose of this AN is to provide field offices with a list of delinquent borrowers who are potentially eligible for Internal Revenue Service (IRS) offset and to provide information on screening these borrowers.

COMPARISON WITH PREVIOUS AN: No AN has been issued on this subject.

IMPLEMENTATION RESPONSIBILITIES: The Finance Office (FO) has prepared a list of borrowers who may be eligible for offset based on the July 1991, delinquency reports. This list, "Borrowers Eligible for Offset (Prior to 60-day Letter)," is attached for servicing counties only and must be reviewed by these servicing offices. Borrowers cannot be added to this list. A master list is attached for each State Office.

**Servicing County Offices shall:**

1. Review the list to determine if any of the borrowers fall into a category listed in FmHA Instruction 1951-C, section 1951.122.
2. If any borrower is ineligible for IRS offset due to the criteria in FmHA Instruction 1951-C, draw a line through that borrower's name on the list. DO NOT LINE THROUGH THE BORROWER'S CASE NUMBER. The case number must be readable in order to delete the ineligible borrower from IRS offset.
3. Mark the appropriate ineligibility code to the left of the borrower's name. The ineligibility codes are in Attachment 1. The FO will track the reasons why borrowers are eliminated from offset.
4. Make a photocopy of this list with the lined-off borrowers and keep the copy for your files.
5. Send the original list with any deletions to the Chief, Computer Resources Branch (CRB), Mail Code FC-353C, FmHA Finance Office, 1520 Market Street, St. Louis, MO 63103. If all borrowers on the list are eligible for offset, return the unchanged list to the FO.

EXPIRATION DATE: December 31, 1991 FILING INSTRUCTIONS: Preceding FmHA  
Instruction 1951-C



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Secretary of Agriculture, Washington, D.C. 20250

6. Send the list to the FO by regular mail NO LATER THAN August 30, 1991. It can also be sent by overnight mail or faxed by Wednesday, September 4, 1991. The fax number at the FO is (314) 539-2765 or FTS 262-2765. Please, meet these deadlines. Thousands of hours are spent across the country correcting the mistakes that occur when borrowers are referred for offset when they are not eligible. If the list is not received by the FO by Friday, September 6, it cannot be processed and will be returned to your State Office.

**The State Offices shall:**

1. Ensure that your field offices comply with the requirements and deadlines established in this AN.
2. On August 30, 1991, the FO will fax a list of your counties that have not returned the reports with borrowers to be deleted from offset. Follow-up with those counties and make sure that the reports are received in the FO. You will receive further instructions and deadlines on August 30.
3. Retain the master lists for later use.
4. The State and County Office responsiveness to the requirements and deadlines for IRS offset will be noted for the State Director's annual performance goals.

If you have any questions, please call Jeanne Hudec at the National Office at (202) 382-8356 or FTS 382-8356.



LA VERNE AUSMAN  
Administrator

**Attachments (2)**

1. Attachment 1 - all addressees
2. Borrower lists - servicing counties only  
- master list to State Offices